**Annexure 7/2**

**Guidelines for Academic Performance Index (API) for Academics**

1. **Context**
	1. These guidelines shall be applicable on assessment of performance and promotion of academics in the Royal University of Bhutan.
	2. The API score will be considered on yearly basis for the purpose of assessment of performance.
	3. The API score will be categorised under three themes:
		1. Teaching-learning
		2. Research and innovation
		3. Services
2. **Theme I: Teaching-Learning**
	1. API scores under this theme shall be assessed in the areas of (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching-learning, new courses etc. The points allocated for each area are as given in the following table:

|  |  |  |
| --- | --- | --- |
| **Sl. No.**  | **Nature of Activity**  | **Maximum  Score**  |
| 1.  | Teaching of modules as per the Norms and Standards plus attendance | 45  |
| 2.  | Preparation and imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students | 20  |
| 3. | Use of participatory and innovative teaching-learning methodologies and ICT | 30 |
| 4. | Examination duties (invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment  | 20  |
| 5 | Leading initiative for improvement of teaching-learning strategies | 10 |
| 6 | Other awards/medals/certificate received | 10 |
| *7.*  | *Development of new programmes or review of existing programmes including updating of subject contents for course improvement*  | *20*  |
| *8.*  | *Lectures or other teaching duties in addition to the Norms and Standards* | *20*  |
| *9* | *Developing and imparting bridge course/providing remedial* | *10* |
| *10* | *Developing and imparting soft skills/communications skill/personality development courses/modules, etc.* | *10* |
|  | **Maximum API Score**  | **125** |

***Note:*** *If an academic is required to do Sl. 7-10, the points should be transferred to either research or services for the purpose of assessment.*

**Guidelines for allocation of points under Theme I – Teaching-Learning:**

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| --- | --- | --- |
| **Sl. No**  | **Nature of Activity**  | **Maximum Score**  |
| 1.  | Lectures, tutorials, practical, should be based on verifiable records. No score should be assigned if an academic has taken less than 80% of the assigned classes. No score should be deducted for classes not held or missed due to (i) students not turning up or bunking classes ii) any other reason beyond the control of the academic. 25 points for 80% classes taken and 1 point for each remaining % of classes taken.Over and above the maximum score, scores will be added/deducted based on class size i.e more/less than 40 students for undergraduate level and 20 students for masters level programme.* \*Teaching undergraduate level with less/more than 40 students = score will be deducted/added by **0.1875 point per student**.
* \*Ideal Class size is 20 for masters programme. For every deviation of student from 20 shall have point added/deducted by **0.375 (two times greater than undergraduates)**.
 | 45  |
| 2.  | If an academic has taken classes in addition to the RUB Norms and Standards, then 20 points shall be assigned for each extra module of 40 students or 20 students for Masters programme.If the class size varies, the point shall be added or deducted using the formula prescribed in row 1\*.  | 20  |
| 3.  | a)  Imparting of knowledge/instructions as per curriculum with the prescribed material (Text Book/Manual 10 Points (with documentary proof on VLE)b)  Syllabus enrichment by providing additional resources to student such as lab manuals, articles, news, cases, additional reading materials, etc: 10 points (with documentary proof on VLE)  | 20  |
| 4 | Development of new programmes including updating of subject contents for course improvement with documentary evidence:* Development of concept paper for CAC = 5 per paper if approved.
* Development of document for CAC to be submitted to APRC = 10 per paper, if approved by CAC
* Development of document for APRC = 5 per document (if approved)
* Development of modules = 5 per module
* Development of document for PQC = 20 per document (if approved)
* Development of document for validation = 5 per document
* Preparation of definitive programme document = 5 per document

(Points to be shared among team members if more than one with 5 points more for the leader) | 20 |
| 5 | Programme Review:* Development of review document for CAC to be submitted to PQC = 20 per paper (if approved)
* Development of review document for PQC = 5 per document (if approved)
* Major review of modules = 5 per module

(Points to be shared among team members if more than one with 5 points more for the leader) | 20 |
| 6 | Leading initiative to for improvement of teaching-learning strategies:* Submission of concept paper to CAC or any recognised college level body = 5 per paper (if approved)
* Submission of paper to any recognised body or forum outside the college = 10 per paper (if approved)
* Submission of paper to any recognised body or forum at the international level = 10 per paper (if approved)
 | 10 |
| 7 | Other awards/medals/certificate of recognition received (local = 10, national = 10, and international = 10) |  |
| ***Use of participatory and innovative teaching-learning method***  |
| 8 | Participatory & innovative teaching-learning process with material for problem based learning, case studies, group discussions, project work, product development, assignment - 5 points each innovative teaching-learning strategy (based on documentary evidence)  | 10  |
| 9 | Use of ICT in teaching-learning process with computer-aided methods like power-point/multimedia/simulation/software/self-learning packages etc., (Use of any one of these in addition to chalk & board : 5 points/each) Use of VLE by the academic (5 points)(Based on documentary evidence) | 20  |
| 10 | Developing and imparting bridge course/providing remedial classes minimum of 10 hours (10 Points) and  | 10  |
| 11 | Developing and imparting soft skills/communications skill/personality development courses/modules, etc. (10 points)  | 10  |
|   | **Examination Related Work**  |  |
| 12 | College/University semester/annual examination work as per duties allotted. (Coordination/invigilation-5 points, moderation-5 points, participation in PBE – 5) (100% compliance= 15 Points)  | 15 |
| 13 | Timely submission of question papers along with model answers and blueprints – 5, timely submission of marks – 5, Timely submission of module marks – 5. (100% compliance = 15 Points)  | 15  |
|  | **Maximum aggregate limit for this theme** | **125** |

***Note:*** If academics are paid for developing programmes, designing and offering of bridging programmes, development and conduct of part time programmes etc., the academic shall not be awarded API score for any such activity.

**Guidelines for allocation of points under Theme II: Research and Innovation**

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| **Sl. No.** | **APIs** | **Indicators** | **API Score** |
| ***1*** | ***Research papers Published in:***  |
| (i) | Refereed journal with an impact factor of 2 and above  | 35/Publication  |
| (ii) | Refereed journal with an impact factor of 1 | 30/Publication  |
| (iii) | Refereed and Indexed Journals  | 20/Publication  |
| (iv) | Refereed conference proceedings | 15/Publication  |
| (v) | Non-refereed journals and periodicals, having ISBN/ISSN numbers  | 10/Publication  |
| (vi) | Non-refereed Conference proceedings as full papers, etc. (Abstracts not to be included)  | 10/Publication  |
| (vii) | Publication of articles in newspapers, magazines | 2/paper  |
| ***2*** | ***Research Publications (books, Chapters in books, other than refereed journal articles)***  |
| (i) | Books published by Publishers with an established peer review system with ISBN.  | 50/Sole author (book) and 10 each chapter in an edited book  |
| (ii) | Book publications with ISBN/ISSN number | 25/Sole author (book) and 5 each chapter in an edited book  |
| ***3*** | ***Research/Projects***  |
| ***I***  | ***Sponsored projects carried out/ongoing***  |
| (i) | (a) Project (amount mobilised with grant above Nu. 10 Million)  | 20/Project  |
| (ii) | (b) Project (amounts mobilised with grants above Nu. 5 million and Nu. 10 million)  | 15/ Project  |
| (iii) | (c) Project (amounts mobilised with grants between Nu 1 million and Nu. 5 million)  | 10 / Project  |
| (iv) | (d) Project (amounts mobilised with grants less than Nu. 1 million)  | 5 / Project  |
| ***II*** | ***Consultancy/ Projects***  |
| (i) | (a) Project (amount mobilised with grant above Nu. 1 Million)  | 15 per project |
| (ii) | (b) Project (amounts mobilised with grants above Nu. 0.5 million and Nu. 1 million)  | 10 per project |
| (iii) | (c) Project (amounts mobilised with grants less than Nu 0.5 million)  | 5 per project |
| ***III***  | ***Reports***  |
| (i) | Major policy document of Govt. Bodies at University/National level  | 15/ each national level output; 20/ each for international level  |
| ***IV*** | ***Resource*** |
| (i)  | -Refresher courses, methodology workshop, training , (max,. 30 points)  | 1 per day  |
| ***V*** | ***Conferences / Seminars/Symposia/ workshops etc.***  |
| (i)  | Presentation of research papers (oral/ poster) in International /national Level Regional/University/ College Level  | 5/ each 3/ each 2/ each 1/ each  |
| (ii)  | Invited for conference /seminar/ workshop/ symposium to deliver lecturer/as key note speaker/moderate/chair sessions: *International Level/National Level/Regional/ University /College Level* | 5/ each 3/ each 2/ each 1/ each  |
| ***VI*** | ***Research Supervision*** |
| (i) | PhD  | 15/student |
| (ii) | Masters Thesis by research | 10/student |
| (iii) | Masters/Undergraduate research project | 3/project |

**Theme II: Services**

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| **Sl. No.**  | **Nature of Activity**  | **Maximum Score**  |
| 1.  | Student support services and activities (such as social services, assembly, cultural activities, literary activities, games and sports, college events, advisement, pastoral, and counseling etc.) - This could be assessed through the attendance of academics in all these activities. | 20  |
| 2.  | Contribution to university or college level operation (such as membership to various boards/committees, leadership roles, administrative and managerial roles, mentoring etc.) | 15  |
| 3.  | Contribution to professional development and experts services such as (short-term training and development carried out, and evidences related to professional accomplishments for the communities at national and/or local levels, membership to professional associations etc.) | 15  |

**Guidelines for allocation of points under Theme III - Services**

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| --- | --- | --- |
| **Sl. No**  | **Nature of Activity**  | **Maximum Score**  |
| **1.**  | ***Extension, Co-curricular and Related Activities***  |  |
| 1.1 | Participate in significant college activities as defined by CMC (1 point each)  | 10  |
| 1.2 | Positions held/leadership role played in the College linked with community services (5 points each)  | 10  |
| 1.3 | Social service initiatives (5 points each)  | 10  |
| 1.4 | Organising/participating in significant events at university or national level and beyond - 5 points each   | 10  |
| **2.**  | ***Administration and Management***  |  |
| 2.1 | Attending meetings, seminars, conferences, symposium, lectures and other academic and professional events (1 point each) | 10  |
| 2.2 | Membership and affiliations: * International level - 5
* National level - 4
* University level - 3
* College level - 2
 | 15  |
| 2.3 | Organisation of conferences/seminars/symposia/workshops/training etc: a)  International (10 Points each)  b)  National/regional (5 points each)   | 10  |
| 2.4 | Coordination of various programmes and events in the College (5 points each) | 10  |
| 2.5 | Winning fellowships for professional development programmes in the relevant fields (10 points) | 10  |
| 2.6 | Guiding/mentoring new staff (each staff = 5 points) | 10 |
|  | **Maximum Scores Allocated for this theme** | **40** |
| ***Scores for innovation for instructors:*** invention, innovation and creative works |
| ***1*** | ***Development of prototype*** |
| (i) | Patent (of a new product)  | 45/Prototype |
| (ii) | Innovation (Improving the existing designs to enhance efficiency) | 35/Prototype |
| ***2*** | ***Fund generated through creative works and production of utility items*** |
| (i) | Fund generated above Nu. 1 million | 20 |
| (ii) | Fund generated above Nu.0.5 million to Nu.1 million | 15 |
| (iii) | Fund generated Nu.0.5 million to 0.25 million | 10 |
| (iv) | Fund generated below Nu. 0.25 million | 5 |

**Note 1:**

The score shall differ based on the type of author as given below:

* Single author shall receive 100% of the API Score
* For joint publication – The principal/first author shall receive 60% of the API Score and co-authors shall receive 40% of the API Score each.
* Reviewer shall receive 60% of the API Score
* Editor/compiler shall receive 40% of the API Score
* For joint research supervision – Principal Supervisor shall receive 60% of the API Score and co-supervisors shall receive 40% of the API Score each.
* If a paper presented in conference/seminar is published in the form of proceedings, the points would accrue for the publication and not under presentation.

**Note 2:**

* Invention, innovation and creative works: (The group members shall share points for category 1 similar to joint research. All team members shall be given equal score for category 2 only)
* For project work supervision – Principal Supervisor shall receive 50% of the API Score and co-supervisors shall receive/share equally from remaining 50% of the API Score.

**Note 2:**

* In case of fund generated as a result of team effort, the team leader shall receive 40% of the fund for API calculation. Remaining members shall share equally from the 60%.
* If the team consists of two members only, then the team leader shall receive 60% of the fund for API calculation and other member shall receive 40% of the fund. The roles that were undertaken by the members shall form the basis for endorsement of contribution in the team by the CMC